

FACULTY AFFAIRS COMMITTEE
APPROVED MINUTES
Meeting on Wednesday, February 06, 2019, 2:00-3:50 PM
SF 329

Attendance

Members: Kate Bell, Linda Dobb, Eric Engdahl, Chandrakala Ganesh, James Murray, Sarah Taylor, Jiannan Wang; *Guests:* Andrew Carlos, Library; Mark Karplus, Chemistry; Michael Lee, AGES Chair; Andrew Pasquinelli, General Studies; Vibha Puri, Women's Studies/Sociology; Gretchen Reevy, Psychology; Jason Smith, Health Sciences/Vice Chair of the Academic Senate

1. Appoint Secretary - Taylor appointed as secretary

2. Approval of the [Agenda](#): Murray moved; Bell second; all in favor

3. Approval of [12/5/18 Minutes](#):

Two edits - Wang was absent; switch from "terms" to "terminology"
Murray moved; Wang second; all in favor

4. Reports

a. Report of the Chair:

Murray summarized input he received from Gretchen Reevy via Chair Lee, excerpted below:

"I have learned that our CSUEB C & B falls short of recommended practices as established by the ASCSU and AAUP for a few reasons, one of which is the way it defines faculty. (Refer to this ASCSU resolution, passed unanimously in 2015 for ASCSU recommendations related to this discussion <https://www.calstate.edu/acadsen/Records/Resolutions/2014-2015/documents/3199.shtml>). Our C & B is one of the least inclusive in the CSU in regard to the faculty definition."

b. Report of the Presidential Appointee: Need to release awards call information soon; time is short. Encourage colleagues to apply for exceptional levels of service.

5. Information

a. [18-19 CR 6](#): Formation of a Faculty Author Rights Policy

- Need for an institutional repository to increase access and comply with law
- Other universities do this and it is current NIH policy

6. Business

a. Need for clarification of chair duties during the winter intersession (2:30 PM time certain)

i. [Duties of Department Chairs](#)

ii. [Roles and Responsibilities document](#)

- Issue brought up by Guest Keri O'Neal, Chair of Human Development, representing fellow CLASS Chairs
- Chairs are AY faculty; new issue now that we have a longer intersession; lack of clarity about what the responsibilities of chairs are during intersession. There seemed to be an expectation from some administrators/offices that chairs would be available.
- Dobb suggested that this should be discussed with the Deans as there is some variation across colleges in how this might be handled. For example, should chairs receive a stipend for serving during the intersession?
- Question about who is responsible for the "Duties of Department Chairs" document; Dobb is. She always welcomes input. Request for note at the end re: who is responsible and how people can give input.
- Discussion of CSU "Roles and Responsibilities" document. It seems to be fairly old.

b. Updates on possible solutions for Fall '19 calendar

i. [December 18th memo](#) re: Monday meetings

- Request for input on options for Monday classes sent to all chairs and via Academic Affairs newsletter
- Review of input received
- Students have not been directly consulted
- Discussion of issues re: accreditation and how too few Monday classes might be problematic in case of audit
- Less of an impact on hybrid classes
- All options have pros and cons for various groups of students and faculty
- Idea of giving each dept several options and ask them what their plan is, documenting plan for accreditation, and offering support for scheduling and space issues as needed. The end result must be that the correct number of contact hours are offered and departments must be able to document this, possibly via syllabi or a brief google form that dept chairs respond to.
- Discussion of campus hybrid policy and whether FAC can send a memo to CIC requesting a one-time exception to the policy so that for Fall 2019 programs can choose to have one Monday meeting as an online session
- Discussion of need to check to see if this one-time exception might affect whether programs would be officially classified as online/hybrid programs per WASC
- Dobb drafted a memo and read it to the committee
- Murray and Dobb will finalize memo and follow up

c. **16-17 FAC 9**: Revisions to POLICIES AND PROCEDURES GOVERNING FACULTY PARTICIPATION IN APPOINTMENT AND REVIEW OF ADMINISTRATIVE OFFICERS document

- i. [Referral from Excom](#)
 - ii. [Cover page](#) with highlights
 - iii. [Organizational chart](#) Nov. 2018
 - iv. Include [13-14 FAC 7](#) amended
 - v. Invite feedback from [members of UARC](#)
- Brief review of the changes that have been made
 - The revisions will be discussed with the Provost and President and brought back to FAC soon

d. **18-19 FAC 7**: Procedures for Evaluation of Tenured Faculty to provide more detailed guidance about content of their portfolio and consider online submission

- i. [Google doc](#)
- Referred to RTP subcommittee

e. **18-19 FAC 3**: Updates to FAC policies and procedures ([referred from Excom 1/22](#))

- i. [Slight mods version](#)
- Senate Chair Lee provided some feedback about terminology needing clarification both in FAC P&P and in the Constitution and By-Laws
 - Main change we made recently was to awards timeline
 - Clarification that these timeline issues can move forward through Ex Com while other changes are still being discussed

7. Discussion

a. Subcommittee on Disruptive Behavior update

- i. [Survey](#)
 - ii. [Template](#)
- Most updated materials which were emailed out to the committee today were reviewed and discussed.
 - Suggestion to make sure participants know demographics questions are optional
 - FAC approves of subcommittee's moving forward with the plan presented

b. Referral from Excom to review election procedures under the [Constitution and Bylaws](#) and consider making recommendations on amendments

- i. Murray [comments](#) on the C&B
- ii. RegFac [google doc](#) with comments

- Senate Chair Lee is working on a glossary of terms
- Some issues are very complex and likely could not be resolved this AY given that FAC only meets four more times this year
- Comments can be grouped to facilitate addressing them - can FAC do this with Senate Chair Lee?
- Have all faculty had an opportunity for input?
- FAC can select most time-sensitive issues; perhaps terms limits and eligibility?
- Glossary will help with eligibility
- Suggestion to have a broader discussion in the academic senate
- Discussion of process for review and approval of any changes - i.e. what requires presidential approval, etc.
- Suggestion to establish a sub-committee next year specifically to work on Constitution and By-Laws
- FAC would need to vote on any changes by March 20 meeting so that there is time for two readings at Ex Com
- Guest Reevy elaborated on comments sent to FAC Chair Murray about concerns related to inclusion and equity of lecturer faculty; Guest Karplus further elaborated on these concerns

c. Referral from Excom regarding standing committee meeting times

i. Ask Time Modules Task Force to consider

- Senate Chair Lee is exploring class schedules and whether and how faculty senate and committee meetings can be more consistent with class schedules
- He is also exploring whether committees meet for as long as scheduled to learn how much time is needed

d. What if student jury duty interferes with class? FAC policy? CIC policy?

i. Other CSUs

- Committee members should think about this for next time

8. Adjournment

- Meeting adjourned at 3:49 PM